



Minutes of a meeting of Nelson Town Council held on Wednesday 11th May 2022 at the Unity Wellbeing Centre, Vernon Street, Nelson, Lancashire

Commenced: 7.00pm - Concluded: 8.30pm

Councillors Present: Councillors Zafar Ali, Faraz Ahmad, Zulfiqar Chaudhry Ali, Husnan Arshad, Ali Baig, Sadia Bashir, Wayne Blackburn, Rehan Hanif, Patricia Hannah-Wood, Nazeem Hayat, Mohammad Kamran Latif, Michelle Pearson-Asher, Nigel Pearson-Asher, Mohammad Sufyaan Sarwar, Mohammad Sakib, Russell Tennant, Yvonne Tennant, Ikram Ul-Haq and Sheila Wicks

Absent Councillors: Councillors George Adam, Omar Ahmed, Mohammad Aslam, Mashuq Hussain OBE and Atique Rehman.

Non-Councillor (without voting rights): None

County/ Borough Councillors (without voting rights): None

Officers: Nick Harbour – Assistant Town Clerk [minute taker] and Frances Spencer – Administrator.

Members of the Public: None

2022/001 (TC)	<u>ONE MINUTE SILENCE</u> The Chairman invites members to observe a one minute of silence. The one-minute silence was observed.
2022/002 (TC)	<u>ELECTION OF TOWN COUNCIL CHAIRMAN</u> To elect a Town Council Chair for the 2022/23 municipal year Proposed by Councillor Zafar Ali and Seconded by Councillor Hannah-Wood, and RESOLVED: That Councillor Mohammad Kamran Latif is elected as Town Council Chair for the 2022/23 municipal year.
2022/003 (TC)	<u>ELECTION OF TOWN COUNCIL VICE-CHAIRMAN</u> To elect a Town Council Vice-Chair for the 2022/23 municipal year Proposed by Councillor Zafar Ali and Seconded by Councillor Husnan Arshad, and RESOLVED: That Councillor Ikram Ul-Haq is elected as Town Council Vice-Chair for the 2022/23 municipal year.
2022/004 (TC)	<u>APOLOGIES FOR ABSENCE</u> To receive and approve apologies for absence and reasons given to the Assistant Town Clerk prior to the meeting. Proposed by Councillor Hannah-Wood and Seconded by Councillor Zafar Ali, and RESOLVED: That the apologies received from Councillors George Adam, Mohammad Aslam,

	Mashuq Hussain OBE and Atique Rehman are approved and accepted.
2022/005 (TC)	<p><u>DECLARATIONS OF INTERESTS</u> To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest.</p> <p>None.</p>
2022/006 (TC)	<p><u>ADJOURNMENT FOR PUBLIC PARTICIPATION</u> To adjourn the meeting for 15 minutes to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be under public participation.</p> <p>None.</p>
2022/007 (TC)	<p><u>MINUTES</u> To approve the draft minutes of the Town Council meeting held on 13 April 2022 (previously circulated).</p> <p>Proposed by Councillor Hannah-Wood and Seconded by, and Councillor Tennant RESOLVED: That the draft minutes of the Town Council meeting held on the 13 April 2022 be confirmed as a true record and be signed by the Chair.</p>
2022/008 (TC)	<p><u>COMMITTEE MINUTES</u> To confirm the receipt of committee minutes previously circulated:</p> <ul style="list-style-type: none"> • Finance and General Purposes Committee 27 April 2022 • EO Events, Promotional and Marketing Committee 27 April 2022 <p>Proposed by Councillor M. Pearson-Asher and Seconded by Councillor Blackburn, and RESOLVED: That the draft minutes listed above are approved as a true and accurate record.</p>
2022/009 (TC)	<p><u>REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES</u> To review and adopt the Scheme of Delegation that contains the delegation arrangements to staff, committees and sub-committees of the Town Council in accordance with the Local Government Act 1972, s101. The Scheme of Delegation contains the terms of reference for each standing committee.</p> <p>Members were asked to consider the existing delegation arrangements to Committees, Sub-Committees, Staff and other Local Authorities. A discussion took place around the idea to slightly increase Membership levels to the Events, Promotional and Marketing Committee due to the ever-increasing workload at this committee.</p> <p>Proposed by Councillor Ahmad and Seconded by Councillor Hannah-Wood, and RESOLVED: That the existing structures used in the year 2021-22 for the delegation arrangements to committees, sub-committees, staff and other local authorities be used for the upcoming year 2022-23, with one alteration to increase the membership of the Events, Promotional and Marketing Committee from eight Councillors to nine.</p>
2022/010 (TC)	<p><u>APPOINTMENT OF COMMITTEES</u> To appoint members to committees in accordance with the Scheme of Delegation.</p>

- Environmental Improvement Committee 8 members and Ex-Officio
- Finance and General Purposes Committee 8 members and Ex-Officio
- Events, Promotional and Marketing Committee 9 members and Ex-Officio
- Personnel Committee 5 members and Ex-Officio
- Unity Wellbeing Management Committee 8 members and Ex-Officio

Proposed by Councillor Hannah-Wood and Seconded by Councillor N. Pearson-Asher, and **RESOLVED:** That the below committee membership and representation on outside bodies for 2022-23 be approved:

Environmental Improvements

Membership: x8 members

Baig: Ali
 Blackburn: Wayne
 Hannah-Wood: Patricia
 Pearson-Asher: Michelle
 Sarwar: Mohammed Sufyaan
 Tennant: Russell
 Tennant: Yvonne
 Wicks: Sheila

Events, Promotional & Marketing

Membership: x9 members

Ahmad: Faraz
 Ali: Zafar
 Arshad: Husnan
 Hussain: Mashuq
 Pearson-Asher: Nigel
 Sakib: Mohammad
 Tennant: Russell
 Ul-Haq: Ikram
 Rehman: Atique

Finance & General Purposes

Membership: x8 members

Ali: Zafar
 Blackburn: Wayne
 Arshad: Husnan
 Hanif: Rehan
 Hyatt: Nazeem
 Latif: Mohammed Kamran
 Sakib: Mohammad
 Ul-Haq: Ikram

Personnel Committee

Membership: x5 members

Ali: Zafar
 Hannah-Wood: Patricia
 Hayat: Nazeem
 Latif: Mohammed Kamran
 Tennant: Yvonne

Unity Well Being Management

Membership: x8 members

Ahmad: Faraz
 Ali: Zafar
 Hannah-Wood: Patricia
 Hussain: Mashuq
 Hayat: Nazeem
 Rehman: Atique
 Tennant: Russell
 Tennant: Yvonne

Nelson Area committee

Sakib: Mohammad

Lancashire Association of Local Councils - Lancashire Branch

Hayat: Nazeem

	<p><u>Pendle Fair Trade</u> Wicks: Sheila</p> <p><u>Town Centre Partnership / Town Team</u> Ali: Zafar Baig: Ali Hannah-Wood: Patricia</p> <p><u>Nelson Youth Forum</u> Arshad: Husnan Hyatt: Nazeem</p> <p><u>Whitfield Community Forum</u> Ahmad: Faraz</p> <p><u>Bradley Big Local Community</u> Ul-Haq: Ikram</p> <p><u>Sports and Youth Activities Working Group</u> Ahmad: Faraz Ali: Zafar Bashir: Sadia Blackburn: Wayne Hussain: Mashuq Hannah-Wood: Patricia Rehman: Atique Sarwar: Mohammed Sufyaan Ul-Haq: Ikram</p> <p><u>Gibb Hill Development Working Group</u> Tennant: Yvonne</p> <p><u>Building Bridges</u> Ahmad: Faraz</p>
2022/011 (TC)	<p><u>ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS</u></p> <p>11.1 To review and adopt the Standing Orders inclusive of the policies and procedures listed in Appendix B (copies provided in the Councillor’s Handbook).</p> <p>Proposed by Councillor N, Pearson-Asher and Seconded by Councillor Y. Tennant, and RESOLVED: That the Standing Orders inclusive of the policies and procedures listed in Appendix B are adopted.</p> <p>11.2 To review and adopt the Financial Regulations (based on the model produced by NALC)</p> <p>Proposed by Councillor Blackburn and Seconded by Councillor Hannah-Wood, and RESOLVED: That the Financial Regulations (based on the model produced by NALC) are adopted with one amendment to item 4.7 in the Budgetary Control and Authority to Spend section, to increase the Finance and General Purposes Committee to approve spends from £15,000 to £20,000.</p>
2022/012 (TC)	<p><u>ASSET REGISTER REVIEW</u></p> <p>12.1 To review the existing Asset Register Policy.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Ahmad, and RESOLVED: That the Asset Register Policy is approved as the already existing version states.</p>

	<p>12.2 To review the updated Asset Register for the financial year 2022/23.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Ahmad, and RESOLVED: That the Asset Register for the financial year 2022/23 is approved as presented at this meeting.</p>
2022/013 (TC)	<p><u>REPORTS FROM BOROUGH AND COUNTY COUNCILLORS</u> To receive reports from the Borough or County Councillors</p> <p><u>Borough Council</u></p> <p>Councillors Ali and Ahmad had recently attended the Pendle Borough Council Area Committee meeting. Nothing of significance was reported at the meeting, just a couple of minor planning applications in the Nelson area.</p> <p>Councillor Ahmad had also been appointed as Vice-Chairman of the Committee.</p> <p>Members noted the update.</p> <p><u>County Council</u></p> <p>No County Councillors were present at the meeting to provide an update.</p>
2022/014 (TC)	<p><u>CLIMATE EMERGENCY ISSUES</u> A standing item to identify and consider council initiatives which will help deal with the climate emergency through Nelson Town Council's functions, facilities and any other remit.</p> <p>No issues identified.</p>
2022/015 (TC)	<p><u>POLICE UPDATE</u> To receive an update from PC Lorna Bolton around the latest issues happening in and around Nelson and to discuss the most recent crime figures for Nelson</p> <p>No report submitted, and no police present at the meeting to give an update. There has been a change of officer in post.</p> <p>The Assistant Town Clerk will again contact the new police officers to request that they attend future meetings and provide the monthly statistics for Nelson.</p> <p>The Assistant Town Clerk will send the new names and contact details to the town Councillors.</p> <p>Members noted the update.</p> <p>Action: The Assistant Town Clerk to circulate contact details for PC's Jemima Hill and Thomas Schofield.</p>
2022/016 (TC)	<p><u>NELSON TOWN DEAL</u> To discuss the Nelson Town Deal and prepare for ways to which Nelson Town Council can assist with the process.</p> <p>Cllr Zafar Ali stated there was no significant updates to raise since the update given at the last full Town Council meeting, copied below.</p>

	<p>Discussions are continuing at Pendle Borough Council in terms of next steps for the Town Deal. Plans have been drawn up for improvements to the access of Nelson – which are estimated to cost £20,000,000. The Town Deal has just over £3,000,000 allocated to this part of the project, meaning there is a significant shortfall to what has been drawn up in the proposed plans. Downgrading of these plans is highly likely, however Councillors at all levels are against this and are hopeful that funding can be sourced from elsewhere, including Lancashire County Council.</p> <p>The first three areas for improvement could potentially be sites at Railway Street near the bus station, Scotland Road near Home Bargains and Sagar Street near the Police Station – these are yet to be confirmed.</p> <p>The next scheduled meetings, which continue to be conducted remotely on “Teams”, are at 10:00am on Friday 13th May, then 10:00 am Friday 10th June. The public are welcome to attend.</p> <p>Cllr Zafar Ali will continue to represent Nelson Town Council at these meetings.</p> <p>Members noted the update.</p> <p>Action: Cllr R Tennant asked about the possibility of representatives from Pendle Borough Council being invited to attend future Full Council meetings with new developments, updates, and key stages.</p>
<p>2022/017 (TC)</p>	<p><u>BACK STREET PROJECT</u> To receive an update from the Vice-Chairman in relation to the Back Streets Project.</p> <p>The Chairman noted that no further tenders had yet been presented to the Town Council for review, but that the next lot of works which will go out to advert will be at McCleod Street as the back street there has been identified as dangerous.</p> <p>Members noted the update.</p> <p>Action: The Assistant Town Clerk will circulate an updated spreadsheet to Councillors.</p>
<p>2022/018 (TC)</p>	<p><u>GRANT FUNDING REQUEST – PENDLE FOOD FOR ALL</u> To consider a grant request received on behalf of Pendle Food For All.</p> <p>A Grant Funding request had recently been submitted to the Finance & General Purposes committee, but the bank statements to support the application had not been received in time for Members of that committee to make a decision on the application. With the funding being urgent, the application was deferred and placed on this agenda instead.</p> <p>The £1,000 of funding was requested to go towards supplies for the Pendle Food Club, which supports an ever increasing number of families in Nelson.</p> <p>Proposed by Councillor Zafar Ali and Seconded by Councillor Husnan Arshad, and RESOLVED: That the request for £1,000 to go towards the Pendle Food Club project is approved.</p>
<p>2022/019 (TC)</p>	<p><u>TRANSFERRED SERVICES</u> To receive reports and consider any actions required in relation to transferred services.</p> <ul style="list-style-type: none"> a) CCTV monitoring b) MUGAs/Play Areas c) Parks Services d) Additional services to consider from Pendle Borough Council following a recent meeting

	<p style="text-align: center;">with Pendle Borough Council Officer Philip Mousdale</p> <p><u>CCTV monitoring</u></p> <p>The Assistant Town Clerk reported that CCTV monitoring report for April had not been received. He will contact the CCTV Monitoring Team again at the hub in Blackburn for the latest findings and circulate as soon as it is received.</p> <p>The update was noted.</p> <p>Action: Assistant Town Clerk to contact CCTV hub to chase an update.</p> <p><u>MUGAS and Play Areas</u></p> <p>A member of the public had contacted the office in relation to Vernon St Play Area. They had noted a number of issues they asked that the Council look at in terms of repairs and upgrades. Pendle Borough Council officer, Keith Higson, has inspected the Play Area and the issues will be addressed this week.</p> <p>Action: Assistant Town Clerk to forward the weekly email from Keith Higson, containing the Weekly MUGA and Play Area Inspection, to all councillors.</p> <p>The update was noted.</p> <p><u>Parks Services</u></p> <p>No new updates given this month.</p> <p><u>Additional Services</u></p> <p>Members had received in the past a copy of additional services which Pendle Borough Council were looking to pass on to all Town Council's in the Borough. Nothing on there has yet been identified as an option for this Council to consider, but Members asked if the document can be re-circulated to see if there is anything on there that the Council may now wish to consider.</p> <p>Action: The Assistant Town Clerk to recirculate the list of services provided by Philip Mousdale.</p>
<p>2022/020 (TC)</p>	<p><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u></p> <p>To notify the Assistant Clerk of any matters for inclusion on the agenda of the next meeting.</p> <ul style="list-style-type: none"> • Anti-Social Behaviour Issues in Nelson • Community Grants Schemes • Dog Awareness Programme.
<p>2022/021 (TC)</p>	<p><u>DATE OF THE NEXT TOWN COUNCIL MEETING</u></p> <p>The date of the next meeting of the Council is due to be held on Wednesday 08th June 2022 at the Unity Well Being Centre.</p> <p>Members noted the date of the next meeting.</p> <p>There being no further business to discuss, the meeting was closed by the Chair at 8.30pm.</p>

Signed Chair:

Dated: